



Crossroads Charter Schools

Job Description: Administrative Assistant

Direct Supervisor: Principal or designee

School Summary:

At Crossroads Charter Schools, we...

- Understand the significant difference between equity and equality. Every student deserves to receive what he/she needs to succeed (equity), not that every student receives the same amount of resources, instruction, attention, etc. (equality).
- Develop school environments where all students are actively and meaningfully engaged in rigorous instruction and authentic learning tasks.
- Interrupt the “school to prison pipeline” – policies and practices that are directly and indirectly pushing the most at risk students out of school and on a pathway to the juvenile and criminal justice systems.
- Engage families as partners in meaningful ways.
- Build the capacity of diverse teams that are more reflective of our students.
- Nurture an open, collaborative, and trusting environment because the work is enormous, deeply personal, emotional and often difficult.
- Engage in on-going job embedded professional development through co-teaching and co-planning

Position Summary:

The primary responsibilities are to maintain the schools’ front office and act as a critical communication and organizational link among staff, students, parents, visitors and volunteers. S/he is the primary person greeting people who call or visit the school. S/he supports the implementation of the school’s student recruitment and enrollment process. S/he is responsible for tracking student attendance, lunch count, and maintaining student files.

Position Responsibilities:

- Answer phones, greet and direct visitors, take and relay messages; provide routine information to staff, students, parents or community members.
- Perform a variety of clerical activities, including preparing routine correspondence, sorting and filing of records, documents, mail and other material.
- Supports the school’s student recruitment and enrollment process by attending student enrollment fairs, ensuring effective communication with the broader community regarding our enrollment process and supporting parents who are engaged in the application process.
- Maintains stocks of essential supplies and monitors their distribution.
- Acts as a key point of contact with parents, particularly with regards to the enrollment process, school events, student attendance and uniform matters.
- Maintains student files and supports the Operations department in maintaining accurate data in the student information system.

- Assist with attendance, absence and tardy tracking; enter information into student information system; generate lists, rosters and reports as needed
- Manages deliveries and inventory and distribute office and classroom supplies as needed
- Supports staff with scheduling and communications of substitutes and field trips.
- Operate a variety of office equipment (laminator, copy machines, etc.)
- Attends to students who are ill, require minor first aid, or are authorized to receive medicine when the nurse is not available and make appropriate notifications to parents or guardians.
- Assist in supervising students sent to the office for health or other reasons.
- Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
- Perform other duties and responsibilities as assigned by their supervisor.
- All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

Skills and Qualifications:

- High school diploma required
- Demonstrated success with college-level coursework preferred
- Minimum 3 years professional work experience, preferably in a school setting.
- Spanish language proficiency strongly preferred
- Demonstrated success in office management in the non-profit, community development or education sector.
- Knowledge of Student Information Systems, Microsoft Word, Excel, Google Apps, and other computer programs
- Proficient in computer technology
- First Aid Certification, or willingness and ability to acquire First Aid Certification
- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers and partners, informed of critical issues, activities and schedules.
- An ability and enthusiasm for promoting the school and its mission to a broad and diverse group of people.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass extensive background check and drug screening.

Key Working Relationships in Addition to Supervisor:

Teachers, Students, Parents, Volunteers, Office Staff, Support Staff, Assistant Principal, Chief Academic Officer, Executive Director